



CODE ENFORCEMENT OFFICER – NPDES *

Department of Community Development

The recruitment will remain open until sufficient applications from qualified candidates are received.

** This recruitment may be used to fill future vacancies for up to 12 months.*

THE JOB

This position reports to the Engineering Division Inspection Team Leader and performs duties related to the enforcement of County codes and regulations related to erosion control and water quality as outlined by the National Pollutant Discharge Elimination System (NPDES). Responsibilities include, conducting field investigations, communicating with citizens, gathering pertinent information, preparing written reports, analyzing and interpreting applicable code, determining appropriate enforcement action, and pursuing legal remedies through the appeal hearings process. Contacts in the field may be adversarial in nature requiring skill and judgment for resolving both technical and interpersonal problems in code compliance.

QUALIFICATIONS

- High school or vocational school graduation or GED certificate;
- A minimum of two years of related field experience in erosion control or water quality, building, planning or zoning including direct contact with the public in inspection or enforcement areas.
- Ability to become certified through American Association of Code Enforcement as a Zoning Enforcement Officer or Building Code Inspector within one year of hire.
- Must possess, or have ability to obtain, a valid driver's license at the time of hire.
- Experience in case management, legal or professional counseling is desirable.
- Incumbent is expected to become Washington State Department of Ecology Erosion Control Certified.

All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

Knowledge of... legal process, enforcement of codes, laws and regulations pertaining to environmental protection, development construction, building construction, Clark County zoning ordinances and nuisance ordinance; conflict management and resolution techniques; governmental regulations, policies and procedures; principles and practice of communications.

Ability to... communicate technical information and requirements in a clear and accurate fashion both verbally and in writing; develop and maintain effective working relationships with associates, management personnel, and the general public; apply discretion, judgment and organizational skills to a variety of projects, assignments and situations; good public speaking skills required to conduct hearings in a comprehensive manner; ability to elicit voluntary compliance with County codes and regulations; work independently with minimal supervision; operate a vehicle safely; climb, hike and walk in all types of terrain in a variety of weather conditions.

SALARY

The salary range is \$22.34 – \$26.34 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 307CO, Washington State Council of County and City Employees, AFSCME, ALF-C10.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest and Resume:** (Pass/Fail) –In addition to the Clark County application, applicants must submit a letter of interest and resume highlighting their qualifications for this position. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Supplemental Application:** (Pass/Fail) – In addition to the regular Clark County application, applicants must complete and submit the supplemental application. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
4. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



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Supplemental Application Questions

Posting #06-07-123

In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

- 1) Describe your knowledge and experience of water quality or erosion control regulations.

- 2) Provide an example of the most difficult enforcement action that you were involved with. What was your role in the case? How was the enforcement action resolved?



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TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION			
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []		Are you legally eligible for employment in the United States? Yes [] No []	
Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time		Shifts you will accept: [] Day [] Evening [] Night [] Weekend	
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)			
Date	Charge	Sentence	Remarks

EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic*
☐ *White (not of Hispanic origin):*

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> The Columbian | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review | <input type="checkbox"/> The Olympian |

Internet Sites:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Columbian website | <input type="checkbox"/> Oregonian website | <input type="checkbox"/> Clark County Website | <input type="checkbox"/> Seattle Times website |
| <input type="checkbox"/> El Latino de Hoy website | <input type="checkbox"/> Other Internet/Website: _____ | | |

Other Sources:

- | | | |
|--|---|---|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____ | | |